

## 2025 Procurement Training Offerings

Updated: 3/10/25

Log into Leader or Cornerstone to register for the courses listed below unless otherwise indicated.

Instructor-Led Course Name (Hyflex or In-person sessions)	2025 Dates
Writing and Conducting Request for Bids (RFB) (hyflex session)	3/19/25 6/18/25 9/10/25
Writing and Conducting Request for Proposals (RFP) (hyflex session)	3/20/25 6/19/25 9/11/25
Negotiating on Behalf of the State of Wisconsin (in-person session)	4/9/25 7/23/25 10/8/25
Contract Administration (hyflex session)	4/16/25 7/30/25 10/15/25

eLearning Course Name	Audience	NEW
Procurement 101: An Introduction for All Employees Prerequisite: <ul style="list-style-type: none"> <li>• Current State employee</li> </ul>	Procurement professionals who are currently State employees	
Advanced Procurement: Putting It All Together Prerequisite: <ul style="list-style-type: none"> <li>• Procurement 101</li> </ul>	Procurement professionals who are currently State employees	
Cloud Computing and IT Contracting Prerequisites: <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees eLearning</li> <li>• Advanced Procurement: Putting It All Together eLearning</li> <li>• Software Licensing 101 eLearning</li> </ul>	This course is suitable for anyone who would like to become familiar with cloud computing terminology and concepts.	
Completing a Cost Benefit Analysis (CBA) Prerequisites: <ul style="list-style-type: none"> <li>• Procurement 101</li> <li>• Current State employee</li> </ul>	The primary audience for this course includes procurement staff who will be responsible for completing a Cost Benefit Analysis (CBA).	
Conducting Bidder Outreach Prerequisites: <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees (eLearning)</li> <li>• Advanced Procurement: Putting It All Together (eLearning)</li> </ul>	Anyone completing a Simplified Bid, Request for Information (RFI), Request for Bid (RFB), and Request for Proposal (RFP) in the State of Wisconsin	

eLearning Course Name	Audience	NEW
<p>Conducting a Successful RFP Evaluation Kick-off Meeting eLearning</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees eLearning</li> <li>• Advanced Procurement: Putting It All Together eLearning</li> <li>• Writing and Conducting Request for Proposals (RFP) (hyflex training)</li> <li>• Participating on a Procurement Evaluation Committee eLearning (optional) (Available SOON)</li> </ul>	Procurement professionals responsible for conducting RFPs	
<p>Creating a Requisition in STAR</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees (eLearning)</li> <li>• Advanced Procurement: Putting It All Together (eLearning) (optional)</li> </ul>	Employees who purchase items for the State of Wisconsin using the STAR system	
<p>Creating STAR Transactional Contracts</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees eLearning</li> <li>• Advanced Procurement: Putting It All Together eLearning</li> </ul>	Procurement professionals using STAR to create transactional contracts	
<p>Federal Surplus Program Property Program</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• There are no prerequisites for this module</li> </ul>	<p>State agencies (including UW campuses)</p> <p>Outside organizations (e.g., municipalities, nonprofit organizations that are education and/or public health activities, public airports, educational activities of special interest to the armed services such as Boy Scouts of America)</p>	
<p>Federal Surplus Property for Veteran-Owned Small Businesses (VOSBs)</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• There are no prerequisites for this module</li> </ul>	Veteran-Owned Small Businesses (VOSBs)	
<p>Guide to Making Emergency Procurement Purchases</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees eLearning</li> </ul>	Procurement professionals who make purchases on behalf of the State of Wisconsin	

eLearning Course Name	Audience	NEW
<p>Guide to Using a Purchasing Card (P-Card)</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> <li>There are no prerequisites for this module</li> </ul>	<p>New Purchasing Card (P-Card) cardholders</p> <p>All P-Card cardholders; as a yearly refresher</p> <p>Supervisors / Approvers</p>	
<p>IT Best Practices Series:</p> <ol style="list-style-type: none"> <li>An Overview of IT Purchases eLearning</li> <li>Navigating IT Hardware Purchases eLearning</li> <li>Navigating IT Software Purchases eLearning</li> <li>IT Hardware Contracts: Key Language eLearning</li> <li>IT Software Contracts: Key Language eLearning</li> <li>Cloud Software Contracts: Sample Language eLearning</li> <li>Cloud Brokerage: Sample Terms &amp; Language eLearning</li> <li>Large, High-Risk IT Project Contracts eLearning</li> </ol>	<p>Procurement professionals purchasing IT products and services for the State of Wisconsin</p>	
<p>Navigating Large, High-Risk IT Projects Contracts</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>Procurement 101: An Introduction for All Employees eLearning</li> <li>Advanced Procurement: Putting It All Together eLearning</li> <li>Navigating the Procurement Request Portal's RPA System eLearning (recommended)</li> </ul>	<p>Procurement professionals within the State of Wisconsin agencies and executive branches.</p> <ul style="list-style-type: none"> <li>Coordination with the Agency's IT department will be a very important activity of this process.</li> </ul> <p><b>NOTE:</b> The UW system does not use this process outlined in this training.</p>	
<p>Navigating the Procurement Request Portal's RPA System eLearning</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>Procurement 101: An Introduction to All Employees eLearning</li> <li>Practical Guidance: Submitting Waivers eLearning</li> </ul>	<p>Procurement professionals within the State of Wisconsin and University of Wisconsin System</p>	
<p>Navigating Software Licenses (replaces Software Licensing 101)</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>There are no prerequisites for this module</li> </ul>	<p>Current State of Wisconsin employees who negotiate software licenses</p>	
<p>Participating on a RFP Evaluation Committee eLearning</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>There are no prerequisites for this module</li> </ul>	<p>Procurement professionals</p> <p>Subject Matter Experts (SME)</p> <p>Participants of a RFP Evaluation Committee</p>	
<p>Practical Guidance: Submitting Waivers</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>Procurement 101: An Introduction for All Employees eLearning</li> </ul>	<p>Procurement professionals who submit procurement waivers</p>	

eLearning Course Name	Audience	NEW
<ul style="list-style-type: none"> <li>Advanced Procurement: Putting It All Together eLearning</li> <li>Navigating the Procurement Request Portal's RPA System eLearning (optional)</li> </ul>		
Practical Guide to Collaborative Contracting in the State of Wisconsin eLearning Prerequisites: <ul style="list-style-type: none"> <li>Procurement 101: An Introduction for All Employees eLearning</li> <li>Advanced Procurement: Putting It All Together eLearning</li> </ul>	Procurement professionals	
Practical Guide: How to Write and Publish Public Notices eLearning Prerequisite: <ul style="list-style-type: none"> <li>There are no prerequisites for this module</li> </ul>	Procurement professionals writing and publishing public notices	
Purchasing Print for the State of Wisconsin Prerequisites: <ul style="list-style-type: none"> <li>Procurement 101: An Introduction for All Employees</li> <li>Must be a current State of Wisconsin employee</li> </ul>	All State employees who need to purchase printing services	
Receiving a Bid During a System Disruption Prerequisite: <ul style="list-style-type: none"> <li>There are no prerequisites for this module</li> </ul>	All State agencies utilizing the Strategic Sourcing System	
Simplifying eSignatures with DocuSign Prerequisite: <ul style="list-style-type: none"> <li>There are no prerequisites for this module</li> </ul>	Must be a current State of Wisconsin agency or campus employee	
Special Procurement Programs Prerequisite: <ul style="list-style-type: none"> <li>There are no prerequisites for this module</li> </ul>	Procurement professionals	
Strategic Sourcing: Creating a Strategic Sourcing Event Prerequisites: <ul style="list-style-type: none"> <li>Procurement 101: Introduction for All Employees</li> <li>Advanced Procurement: Putting It All Together</li> <li>Writing and Conducting Request for Bids (RFB)</li> <li>Writing and Conducting Request for Proposals (RFP) (if completing RFPs)</li> <li>STAR PRO308: Introduction to Strategic Sourcing module (optional)</li> </ul> <p><b>Note: This course is required before staff may be given the appropriate permissions within STAR PeopleSoft to create solicitations within the STAR Strategic Sourcing module.</b></p>	Procurement staff at State agencies that will use the STAR Strategic Sourcing module to create and post solicitations.  <b>NOTE:</b> University of Wisconsin procurement employees will continue to post directly to VendorNet and should not take this course.	
Strategic Sourcing: Scoring and Awarding Strategic Sourcing Events Prerequisites: <ul style="list-style-type: none"> <li>Procurement 101: Introduction to All Employees (eLearning module)</li> </ul>	Procurement staff at State agencies that will use the STAR Strategic Sourcing module to create, post, and manage solicitations.	

eLearning Course Name	Audience	NEW
<ul style="list-style-type: none"> <li>• Advanced Procurement: Putting It All Together (eLearning module)</li> <li>• Writing and Conducting Request for Bids (RFB)</li> <li>• Writing and Conducting Request for Proposals (RFP)</li> <li>• Creating Strategic Sourcing Events (eLearning)</li> <li>• STAR PRO308: Introduction to Strategic Sourcing module (optional)</li> </ul> <p><b>Note: This course is required before staff may be given the appropriate permissions within STAR PeopleSoft to create solicitations within the STAR Strategic Sourcing module.</b></p>	<p><b>NOTE:</b> University of Wisconsin procurement employees will continue to post directly to VendorNet and should not take this course.</p>	

<p>Understanding the Procurement BAFO Process</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees eLearning</li> <li>• Advanced Procurement: Putting It All Together eLearning</li> <li>• Writing and Conducting Request for Bids (RFB) hyflex training</li> <li>• Writing and Conducting Request for Proposals (RFP) hyflex training</li> </ul>	<p>Individuals preparing BAFO requests as part of the RFP process</p>	
<p>Understanding the RFI Process</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction to State Purchasing eLearning</li> <li>• Advanced Procurement: Putting It All Together eLearning</li> <li>• Writing and Conducting Request for Bids (RFB)</li> </ul>	<p>Procurement professionals who complete RFB, RFP, and RFIs</p>	
<p>What is eSupplier?</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• There are no prerequisites for this module</li> </ul>	<p>Procurement professionals who want to explore more about how vendors do business with the State of Wisconsin</p> <p>YouTube video is located <a href="#">here</a>.</p>	
<p>Working with Procurement Systems</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• There are no prerequisites for this module</li> </ul>	<p>Procurement professionals</p>	
<p>What is Simplified Bidding?</p> <p>Prerequisite:</p> <ul style="list-style-type: none"> <li>• There are no prerequisites for this module</li> </ul>	<p>State of Wisconsin employees</p>	
<p>Writing Solicitation Specifications</p> <p>Prerequisites:</p> <ul style="list-style-type: none"> <li>• Procurement 101: An Introduction for All Employees eLearning</li> <li>• Advanced Procurement: Putting It All Together eLearning</li> </ul>	<p>Procurement professionals who write specifications for solicitations for the State of Wisconsin</p>	

<b>eLearning Course Name</b>	<b>Audience</b>	<b>NEW</b>
	Program staff who assist in developing specifications	